City of Lafayette Staff Report

For:	City Council
By:	Niroop K. Srivatsa
Date Written:	July 31, 2009
Meeting Date:	August 10, 2009
Subject:	**2009 Planning Division Work Plan: Schedules for Completing the Long Range Tasks**

On January 26th, the City Council approved the annual work plan for the planning division. As development activity has slowed down this year, staff informed the City Council that it would be able to take on additional long range planning tasks. Several new tasks have therefore been added to the list with the City Council's approval in June 2009. Staff has prepared schedules for completing the approved tasks and will provide the Planning Commission and City Council with regular updates on the status of these tasks.

Recommendation

Receive and file.

Attachments

10I

Downtown

No.	Task	Status	Staff
1.	Downtown Strategy	Underway	AM
2.	Post-Specific Plan Adoption: Prepare work plan and schedule for 2009 and 2010	Begins in November 2009	NKS
3.	Post-Specific Plan Adoption: Develop list of implementation programs	Begins in September 2009	NKS
4.	Initiate sign ordinance update	Underway. Will carry over to 2010	NKS/MPC/GW
5.	Initiate study on uses and land use districts	Underway. Will carry over to 2010	NKS/SA/GW

Housing Element

No.	Task	Status	Staff
6.	Housing Element update	Underway	NKS
7.	Complete an inventory of residential units that have been converted to non residential uses	Begins in August 2009	GW
8.	Complete an inventory of vacant and underdeveloped land within City limits and in the SOI	Begins in August 2009	GW
9.	Senior Housing General Plan amendment	Underway	GLW
10.	Regulating house size	Underway	GW

No.	Task	Status	Staff
11.	Annual Housing Report	Completed	NKS
12.	Inclusionary housing ordinance & in-lieu fees	Underway	LC/GW
13.	Post housing element: adoption: develop list of implementation programs and timeline	Merged with task 6	NKS

Environment

No.	Task	Status	Staff
14.	Green building policies and ordinance	Underway	AM/GLW
15.	Prepare a Climate Action Plan	Underway	AM
16.	Initiate amendment of the General Plan to add new policies and programs	Begins in November 2009	To be assigned
17.	Begin ongoing monitoring of in-house and community activities to meet climate change targets		AM
18.	Initiate compliance with regulations resulting from AB 32 and SB 375		AM

Municipal Code

No.	Task	Status	Staff
19.	Eastern Deer Hill Road General Plan amendment	Underway	CS
20.	Growth Management Element update	Completed	SA/MPC
21.	Local CEQA guidelines	Underway	CS/SA
22.	Development fees audit: Upgrade of existing walkways & drainage impact fees	Completed	NKS
23.	Development fees: consideration of new impact fees such as a Capital Facilities fee	On hold per City Council's direction	NKS
24.	Update City's conservation and scenic easement documents	Underway	LC
25.	Zoning text amendment regarding horticultural uses in the R-100 district	Underway	MPC
26.	Amendments to tree ordinance	Begins in August 2009	MPC
27.	State Fire Regulations: Review and take City action on California Department of Forestry and Fire Protection recommendations for very high fire hazard severity zones; review and formulate City procedures for implementation of California Building Code requirements for fire safety; monitor Contra Costa Fire Protection District's standards for abatement of fire hazards.	Begins in August.	CS
28.	Complete ABAG's Multi jurisdictional Hazard Mitigation Plan	Begins in September 2009	AM

No.	Task	Status	Staff
29.	Municipal Code updates to chapters 1-9, 6-23, and 8-21 regarding code enforcement to establish administrative fines, etc. and appeals fees; update outdoor storage language as it pertains to vehicle definitions; and, incorporate the changes into Chapter 8-21 for uniform enforcement, respectively.	Underway	MDR/CS
30.	Medical marijuana dispensaries	Initiated on July 27, 2009	MPC

Parks, Trails and Open Space

No.	Task	Status	Staff
31.	Open Space Plan	Underway	GW/ZM
32.	Environmental review and application processing for Parks Master Plan (if required by the Parks, Trails and Recreation Department)	Awaiting completion of the Master Plan	To be assigned
33.	Environmental review and application processing for Bike Park (if required by the Parks, Trails and Recreation Department)	Underway	CS

Redevelopment

No.	Task	Status	Staff
34.	Redevelopment Plan Amendments	Schedule is dependent on preparation of assessment report	AM
35.	5-year redevelopment implementation plan	Begins in August	AM

Ongoing/Other

No.	Task	Status	Staff
36.	Bollinger Development Agreement (DA)	Schedule dependent on property owner submitting rezoning application and final draft of the development agreement	LC
37.	Monitoring of regional activities: (1) developments in neighboring jurisdictions and (2) regional issues (Palos Colorados, Rancho Laguna, Moraga Downtown Specific Plan, ABAG Projections, SB375 implementation, etc.)	Ongoing	NKS
38.	Apply for grants	Ongoing	All staff

01. Downtown Lafayette Strategy and Specific Plan

Ann Merideth, Community Development Director

2009 Schedule*

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Public review of Draft Plan	■	■	■	■	■							
Review by commissions and committees	■	■	■	■								
Community Workshop (2/25)		■										
City Council review for revisions					■	■						
Environmental Review						■	■	■				
Preparation of Revised Draft Plan						■	■	■				
Public review of Revised Draft Plan								■	■	■	■	■
PC meetings on EIR, Revised Draft Plan (into 2010)								■	■	■	■	■
EIR and Plan process (through 4/2010)								■	■	■	■	■

** Schedule to be adopted by the City Council*

The "Downtown Lafayette Specific Plan" is an ambitious Plan that seeks to develop a framework, design guidance and deliberate actions to promote the community's 20-year vision for Downtown Lafayette. This vision was developed through community surveys, meetings with a Citizens Advisory Committee and several public workshops. Please visit www.lovelafayette.org for more information.

■ Task Pending ■ Task Completed

02. Post-Specific Plan Adoption: Preparation of Work Plan

2009 Schedule

Niroop K. Srivatsa, Planning & Building Services Manager

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Drafting of work plan for 2010 and 2011												

Rev. 2009-07

Task Pending Task Completed

03. Post-Specific Plan Adoption: Preparation of Implementation Programs List

2009 Schedule

Niroop K. Srivatsa, Planning & Building Services Manager

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Identification of tasks from Specific Plan												

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Task Pending Task Completed

04. Sign Ordinance Update

Niroop K. Srivatsa, Planning & Building Services Manager; Greg Wolff, Senior Planner; and Michael P. Cass, Assistant Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Review of current ordinance: strengths and weaknesses												
Review of ordinances from other jurisdictions												
Meeting with stakeholders												
Report to PC and CC												

Rev. 2009-07

Task Pending Task Completed

05. Downtown Land Uses: Revisions to the Code

2009 Schedule

Niroop K. Srivatsa, Planning & Building Services Manager, Greg Wolff, Senior Planner, Sarah Allen, Planning Intern

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Review of current ordinance: strengths and weaknesses												
Review of ordinances from other jurisdictions												
Meeting with stakeholders												
Report to PC and CC												

Rev. 2009-07

Task Pending Task Completed

06. Housing Element Update

Niroop K. Srivatsa, Planning & Building Services Manager

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Finalize remaining sections (note: the housing inventory, demographic data analysis, review of previous element, etc. were completed in 2008)	■	■	■	■	■	■	■	■	■	■	■	■
Public participation (Planning Commission study session January 22)	■	■	■	■	■	■	■	■	■	■	■	■
Planning Commission & City Council preliminary public hearings (February 19 and March 9)	■	■	■	■	■	■	■	■	■	■	■	■
Revisions prior to submission of admin draft to HCD	■	■	■	■	■	■	■	■	■	■	■	■
HCD Review of Draft Element	■	■	■	■	■	■	■	■	■	■	■	■
Complete environmental review and revisions to address HCD comments	■	■	■	■	■	■	■	■	■	■	■	■
City Council & Planning Com. public hearings & adoption (tentative ~~August 6~~ September 3 and September ~~14~~ 28)	■	■	■	■	■	■	■	■	■	■	■	■
HCD required post adoption review for certification	■	■	■	■	■	■	■	■	■	■	■	■
Completion of implementation programs (July 2009-June 2014)	■	■	■	■	■	■	■	■	■	■	■	■

Rev. 2009-07

Amendments to the Housing Chapter of the Lafayette General Plan (Housing Element) to accommodate the regional housing needs allocation established by the State Department of Housing and Community Development. Key changes include revisions to the goals, policies and implementation programs, the inventory of housing sites, and background data.

■ Task Pending ■ Task Completed

07. Inventory of Units Converted from Residential to Non Residential

2009 Schedule

Greg Wolff, Senior Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop methodology												
Compile base maps & background data												
Site visits & field investigation												
Research building permits & assessor's data												
Compile final report & maps												

Rev. 2009-07

Task Pending Task Completed

08. Inventory of Vacant and Underdeveloped Land

Greg Wolff, Senior Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop methodology												
Compile base maps & background data												
Compile final map(s) & report												

Rev. 2009-07

Task Pending Task Completed

09. Senior Housing Ordinance (SHO)

Glenda Warmoth, Assistant Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Draft language. Staff and consultant review.												
Review Draft language with Council Sub Committee												
Make application for General Plan & Zoning Text Amendment												
Determine CEQA requirements. Prepare CEQA document.												
Planning Commission Review (~~April 16~~, ~~June 18~~,~~Sept. 3, 2009~~ Sept 17, 2009)												
Planning Commission Review (~~May 7~~, ~~July 16~~, Oct 1,2009)												
City Council Review (~~May 26~~, ~~August 10~~, Oct. 13, 2009) 1st Reading												
City Council Review (~~June 8~~, ~~Sept 14~~, Oct 26, 2009) 2nd Reading												

Rev. 2009-07

Create an overlay district specifically for senior housing which addresses their unique parking and density needs.

Task Pending Task Completed

10. House Size Study Committee (HSSC)

Greg Wolff, Senior Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Status update to PC (1/22/2009)												
Status update to DRC (1/27/2009)												
Mtg. w/ Laf. Homeowners Council (1/21/2009)												
~~Mtg. w/ Acalanes Valley HOA (__/__/2009)~~												
Mtg. w/ BurtonValley.com (3/11/2009)												
Mtg. w/ Springhill Valley HOA (3/12/2009)												
Finalize Study and prepare report to Commissions & Council												
Mtg. w/ Happy Valley Improvement Assn. (6/1/2009)												
Public Hearings - DRC (1) ~~4/7~~ 4/21 - DRC (2) (new) 5/12 - DRC (3) (new) 5/26 ~~- PC (1) 4/16 5/21~~ ~~- PC (2) 5/7 6/4~~ ~~- PC (3) (new) 6/18~~ ~~- CC (1) 5/11 6/22~~ ~~- CC (2) 5/26 7/13~~ ~~- CC (3) 6/8 7/27~~ - ~~CC (4) 6/22 8/10~~												

The House Size Study Committee met in early June and discussed DRC & public feedback on the proposal to date. The Committee is reconsidering proposing a House Size Ordinance in favor of addressing the core issues related to house size in other, appropriate ways. This will likely take the form of maintaining the current process and procedures and recommending some minor revisions such as updating the Residential Design Review Guidelines to clarify neighborhood compatibility and potentially recommending lowering the trigger for design review to something less than 6,000 sq.ft. of gross floor area. It will take the Committee some time to re-work its proposal and bring it forward to the Commissions, likely starting in August or September.

- Greg Wolff, Senior Planner 6/24/2009

Rev. 2009-07

The City Council appointed an ad hoc subcommittee to study the issue of house size in Lafayette. The issue of house size has been raised at numerous public meetings, prior work plan meetings, and during consideration of updates to the Hillside Ordinance. The House Size Study Committee will complete its study of the issues involved with house size, and make a recommendation to the Planning Commission and City Council on ways to address those issues.

Task Pending Task Completed

11. Annual Housing Report

Niroop K. Srivatsa, Planning and Building Services Manager

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop Annual Report using material available from the Housing Element currently being drafted and other sources		■	■	■								
Planning Commission review and recommendation (~~April 16~~ May 7)					■							
City Council review and approval (~~April 27~~ May 26)						■						
Submission to the State Department of Housing and Community Development (HCD) (~~May 11~~ June 22)						■						

COMPLETED

Rev. 2009-06

Preparation of an annual report to the City Council and Planning Commission that describes the amount and type of housing activity correlated with the City's housing needs. The report has to be submitted to the State Department of Housing and Community Development (HCD).

Task Pending Task Completed

12. Inclusionary Housing Ordinance (ZT03-09)

2009 Schedule

Lindy Coburn, Associate Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Tasks to consultants. Prepare responses to outstanding issues (January 23 – February 23)												
Council meeting to obtain direction on 2 key components (March 9 & April 23)												
Prepare environmental documents; begin drafting ordinance (March 23 – May 21)												
Planning Commission hearing – first review of draft ordinance & environmental documentation (June ~~4~~ 18)												
Planning Commission hearing – second review of draft ord. & environmental documentation (~~July 2~~ ~~16~~ August 20)												
City Council meeting – first review of draft ordinance & environmental documentation (~~July 27~~ ~~August 10~~ Sept. 14)												
City Council meeting – second review and adoption of Inclusionary Housing Ordinance (only one meeting in August) (~~August 10~~ ~~Sept. 14~~ Oct. 13)												

Rev. 2009-07

Inclusionary Housing Programs require that a given share of new construction be affordable to people with low to moderate incomes. The City Council directed staff to prepare an inclusionary housing ordinance in accordance with the General Plan.

Task Pending Task Completed

13. Post-Housing Element Adoption: Preparation of Implementation Programs List

2009 Schedule

Niroop K. Srivatsa, Planning & Building Services Manager

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
TASK MERGED WITH TASK 6 (HOUSING ELEMENT)												

Rev. 2009-07

Task Pending Task Completed

14. Green Building

Ann Merideth, Community Development Director; Glenda Warmoth, Assistant Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop outline with Environmental Task Force		■	■									
Present proposal to City Council (3/23/2009)			■									
Discuss with Planning staff				■								
Present to DRC					■							
Present to PC (7/2/09)							■					
Prepare draft ordinance									▒	▒		
Review of draft ordinance by DRC, PC										▒	▒	
Prepare final ordinance, CEQA												▒
Public hearings by PC (1/10)												
Public hearings and adoption by City Council (2/10)												

Rev. 2009-07

The Environmental Task Force is developing a green building program and ordinance consistent with the City's adopted Environmental Strategy.

▒ Task Pending ■ Task Completed

15. Environmental Strategy / Climate Action Plan

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop outline with Environmental Task Force												
Present proposal to City Council (3/23/2009)												
Prepare first draft												
Present to Environmental Task Force												
Prepare second draft												
Public review												
Present to City Council for adoption (1/10)												

Rev. 2009-07

The Environmental Task will be expanding the City's Environmental Strategy that was adopted in 2006 to include information about the community's baseline greenhouse emissions and programs to reduce these emissions consistent with goals established in the AB 32. The expanded Strategy will also address other environmental issues, such as water conservation.

Task Pending Task Completed

16. Climate Action Plan/Green Building Ordinance General Plan Amendments

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Prepare amendments												

Rev. 2009-07

Task Pending Task Completed

17. Monitoring Activities to Meet Climate Change Targets

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC

Rev. 2009-07

Task Pending Task Completed

18. Initiate Compliance with AB 32 and SB 375 Targets

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC

Rev. 2009-07

Task Pending Task Completed

19. Eastern Deer Hill Road General Plan Amendment – GP02-08/RZ02-08

2009 Schedule

Christine Sinnette, Senior Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Meet with AMD Trust, owner of parcels 27 & 28.												
Council reviews parcels 27 & 28 to determine potential GP & RZ designations (3/23) *												
Conduct public hearing June 8 as continued by City Council.												
Staff prepares RFP for environmental consultant.												
Contract with consultant to prepare Addendum EIR. Approved budget $25,000. Executed by 8/15												
Prepare Draft Addendum; to be completed by 10/6												
GP/RZ to Planning Commission ~~(9/3)~~ (10/15)												
GP/RZ to City Council (11/23)												

Rev. 2009-07

At City Council's direction, prepare and adopt revised General Plan and zoning designations for seven properties in the Eastern Deer Road area.

* City Council directed staff to continue action on this task to their meeting of June 8 to allow property owner to provide development scheme and/or development agreement.

Task Pending Task Completed

20. Updating the Growth Management Element of the General Plan – GP02-09

2009 Schedule

Sarah Allen, Planning Intern • Michael P. Cass, Assistant Planner

Task / Milestone
2009 JAN
2009 FEB
2009 MAR
2009 APR
2009 MAY
2009 JUN
2009 JUL
2009 AUG
2009 SEP
2009 OCT
2009 NOV
2009 DEC
Conduct research. Review GP02-92
Referral agency outreach. Input from staff.
Coordinate with Leah Greenblat regarding measure J requirements. Begin CEQA procedures.
Begin drafting updated element based on referral agency feedback
Circulation Commission 3/2/09
Complete preparation of addendum to GP EIR.
Staff report week of 4/6/2009
PC review (4/16/2009)
Revisions, if needed, based on Circulation & Planning Commission comments.
Proceed with proper noticing, public hearings, and adoption of update/resolution/EIR addendum.
Staff report week of 4/27/2009
City Council review (5/11/2009)
COMPLETED

Rev. 2009-07

Update to the Growth Management Element of the General Plan in order to comply with Measure J, ensuring continued transportation funding from Contra Costa County.

Task Pending Task Completed

21. Preparation of CEQA Guidelines

2009 Schedule

Christine Sinnette, Senior Planner • Sarah Allen, Planning Intern

Task / Milestones	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Research other jurisdictions that have created local guidelines and thresholds and obtain copies.	■	■	■									
Review existing documents (General Plan & Zoning) that have thresholds that can be used for local guidelines.					■							
Revise Environmental Checklist to be specific for Lafayette including new or revised thresholds.							■					
Draft local guidelines/thresholds of significance using existing documentation like Design Review Guidelines, General Plan, Growth Management chapter, Lamorinda Action Plan, and the Zoning Code.												
Work session with City staff.												
City Attorney review of guidelines.												
Public Review. Publish legal ad and notify Lafayette Homeowners Council and Chamber of Commerce 30 days prior to meeting.												
Take draft guidelines through public review process including Circulation Commission ~~(8/17)~~ (10/5), PTR Commission ~~(8/12)~~ (10/14), and Planning Commission ~~(9/17)~~ (10/15).												
Guidelines to Council ~~(10/26)~~ (11/23)												
Final reading and adoption ~~(11/9)~~ (12/14)												

Rev. 2009-07

Prepare and adopt City of Lafayette CEQA Guidelines including local thresholds of significance.

Task Pending Task Completed

22. Drainage & Walkway Fees Update

Niroop K. Srivatsa, Planning & Building Services Manager

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Review drafts from consultant (note: the bulk of the work was completed in 2008)	■											
Legal review		■										
City Council presentation (March 23, 2009)			■									
City Council Hearing (~~April 27~~, May 11, 2009) 1st Reading					■							
City Council Hearing (May 26, 2009) 2nd Reading						■						

COMPLETED

Rev. 2009-07

Upgraded and updated existing drainage impact and walkway fees.

Task Pending Task Completed

23. Consideration of New Impact Fees

Niroop K. Srivatsa, Planning and Building Services Manager

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC

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ON HOLD

Task Pending Task Completed

24. Update Conservation & Scenic Easement Agreements

Lindy Coburn, Associate Planner

2009 Schedule

Task / Milestones	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Research other local jurisdictions language and concerns raised by PC												
Prepare draft language												
Review draft language with Planning Staff												
Review draft language with City Attorney												
Finalize draft language												
PC Hearing - first review of draft language (Aug. 20)												
PC Hearing – second review of draft language (Sept. 3)												
CC Hearing - first review of draft language (Sept. 28)												
CC Hearing – second review and adoption of changes to easement agreements (Oct. 13)												

Rev. 2009-07

Update the City's Conservation and Scenic Easement agreements, incorporating language that will protect the natural condition of the topography and vegetation, and ensure preservation and conservation for the visual enjoyment and not physical onsite use.

Task Pending Task Completed

25. Horticulture in the R-100 Zone – ZT01-09

Michael P. Cass, Assistant Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Prepare Draft Language												
Research Other Local Jurisdictions regulations												
Review Draft Language with Planning Staff												
Review Draft Language with City Attorney												
Finalize Draft Language												
CEQA Review (as applicable)												
Draft PC Staff Report & Resolution												
PC Public Hearing (~~05/07/2009~~ 09/17/2009)												
Draft CC Staff Report, Resolution, & Ordinance												
City Council Hearing (~~05/26/2009~~ 10/20/2009) 1st Reading												
Revise CC Staff Report, Resolution, & Ordinance												
City Council Hearing (~~06/08/2009~~ 11/10/2009) 2nd Reading												

Rev. 2009-07

Zoning text amendment to modify horticultural from a permitted use to a use requiring a use permit in the R-100 zoning district. Define: crop/tree farming, greenhouses, horticulture, small farming, and viticulture.

Task Pending Task Completed

26. Tree Ordinance Update – ZT__-09

2009 Schedule

Michael P. Cass, Assistant Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Prepare Draft Language												
Review Draft Language with Planning Staff												
Review Draft Language with Ateljevich, Cleaver & Phillips												
Review Draft Language with City Attorney												
Finalize Draft Language; CEQA Review (as applicable)												
Draft Planning Commission Staff Report, Reso. & Ord.												
Planning Commission Review (~~09/03/2009~~ 10/01/2009)												
Draft City Council Staff Report, Resolution, & Ordinance												
City Council Review (~~10/26/2009~~ 11/09/2009) 1st Reading												
City Council Review (~~11/09/2009~~ 11/23/2009) 2nd Reading												

Rev. 2009-07

Zoning text amendment to update the Tree Protection Ordinance, including permitting the tree removal mitigation payment to be utilized for native shrubs.

Task Pending Task Completed

27. Municipal Code Update to Include State Fire Regulations

2009 Schedule

Christine Sinnette, Senior Planner

Task 1/ Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Obtain CCCFPD VHFHSZ and begin staff review.												
Meet with CCCFPD to discuss VHFHSZ and revisions as necessary.												
Publish public notice of City Council review of VHFHSZ.												
City Council Review of VHFHSZ. (9/28)												
City Council adoption of VHFHSZ. (10/26)												

Rev. 2009-07

State Fire Regulations: Review and take City action on California Department of Forestry and Fire Protection recommendations for very high fire hazard severity zones (VHFHSZ); review and formulate City procedures for implementation of California Building Code requirements for fire safety; monitor Contra Costa Fire Protection District's standards for abatement of fire hazards.

Task Pending Task Completed

28. Multi Jurisdictional Hazard Mitigation Plan

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Consideration by City Council												
Coordination with ABAG												

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Task Pending Task Completed

29. Amend Outdoor Storage & Code Enforcement Ordinance

2009 Schedule

Mark Robbins, Code Enforcement Officer • Christine Sinnette, Senior Planner

Task / Milestones	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Complete Draft Language												
Work session with Planning Staff; finalize amendments												
City Attorney review of draft amendments												
Revise per City Attorney comments; prepare resolution & ordinance; evaluate amendments for CEQA compliance												
City Attorney review of draft resolution and ordinance												
Planning Commission public hearing (~~June 18~~, July 2, 2009)												
City Council public hearing (~~July 27~~, August 10)												
Final reading and adoption (~~August 10~~, September 14, 2009)												

Rev. 2009-07

Municipal Code updates to chapters 1-9, 6-23, and 8-21 regarding code enforcement to establish administrative fines, etc. and appeals fees; update outdoor storage language as it pertains to vehicle definitions; and, incorporate the changes into Chapter 8-21 for uniform enforcement, respectively.

Task Pending Task Completed

30. Medical Marijuana Dispensaries – ZT02-09

Michael P. Cass, Assistant Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Subcommittee Meeting with Mayor, Vice Mayor, & City Attorney (07/13/2009)												
Prepare CC Staff Report & Interim Urgency Ordinance												
City Council Meeting – Adopt Initial 45-Day Moratorium (07/27/2009)												
Prepare CC Staff Report & Interim Urgency Ordinance												
City Council Meeting - Extend Moratorium for 10-Months & 15-Days (08/10/2009)												
Prepare Draft Language – Merge with Task #5												
City Council Meeting - Extend Moratorium for 1-Year (Prior to 07/25/2009)												

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Task Pending Task Completed

31. Open Space Plan and Strategy

Steven Falk, City Manager; Greg Wolff, Senior Planner; Zoe Merideth, Intern

2009 Schedule*

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Advertise for Open Space Committee (OSC) members		■	■	■								
Draft mission and goals for OSC					■	■						
Appoint OSC members				■								
OSC meetings				■	■	■	■	▒	▒	▒		
Public Workshops												
Prepare Draft Open Space Plan and Strategy					■	■	■	▒	▒			
Present Draft Plan, CEQA to OSC, PC and PTRC									▒	▒		
Present Plan to City Council										▒		
CEQA and adoption by City Council											▒	

** Schedule as adopted by the City Council – 2009-02-09 • Rev. 2009-07*

The City will be receiving funds from Measure WW, including the acquisition of open space. A subcommittee of the Council and Parks, Trails & Recreation Commission recommended that a master plan and funding strategy for acquiring open space would be beneficial to Lafayette.

32. Environmental Review and Application Processing for Parks Master Plan[1]

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC

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Task Pending Task Completed

[1] The environmental review is being handled by the Parks, Trails and Recreation Department. When the draft Plan and the environmental documents are ready, a planner will be assigned to process an application to adopt the Parks Master Plan.

33. Environmental Review and Application Processing for Bike Park

Christine Sinnette, Senior Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Planning staff meets with PIAG to begin discussions on bike park implementation process. (4/23)												
Planning staff meets with PIAG to discuss site planning issues. (5/7)												
Planning staff participates in field study of visual impacts of bike park. (6/4)												
Planning staff meets with PIAG and bike park consultant to discuss land use entitlement and environmental review process. (6/11)												
Planning staff, bike park consultant, and environmental consultant conduct field visit to project site. (7/20)												
Remainder of schedule pending submittal of hillside development application, possibly in September.												

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Staff support and hillside development application processing and environmental review for Lafayette Bike Park project sponsored by Parks Trails and Recreation Commission.

Task Pending Task Completed

34. Redevelopment Plan Amendments

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC

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Task has been postponed until 2010.

Task Pending Task Completed

35. Five Year Redevelopment Implementation Plan

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Prepare 5-year Implementation Plan												

Rev. 2009-07

Task Pending Task Completed

36. Bollinger Development Agreement and Rezoning

Lindy Chan, Associate Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Once application is submitted, initial review to ensure application is deemed complete (30 days)*												
Determine if additional CEQA is required or if it is covered by the environmental review completed for the RR-5 study (30 days)												
Obtain comment from referral agencies (15 days)												
Planning Commission meeting(s) (30 days)												
City Council meeting(s) (30 days)												

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*Schedule dependent on property owner submitting rezoning application and final draft of the development agreement

Development Agreement and application to rezone 168 acres from LR-10 to LR-5

Task Pending Task Completed

37. Monitoring Regional Activities

Niroop K. Srivatsa, Planning and Building Services Manager

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Palos Colorados: Review of project's compliance with the settlement agreement conditions relating to visual impacts												
Moraga Center Specific Plan: comments on the FEIR												
Rancho Laguna												
ABAG Data Request on Affordable Housing												
ABAG Projections 2009												

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Task Pending Task Completed

38. Apply for Grants

Sarah Allen, Planning Intern

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Attend webinars/ understand grant requirements.												
Begin project feasibility study.												
Application released by CEC/ Begin application												
Complete application												
CEC review of application												

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Application for federal funds through Energy Efficiency and Conservation Block Grant Program administered through the California Energy Commission.

Task Pending Task Completed